



Brief Narrative Report

1 Project brief narrative report identification

Project title	Pre-filled from AF		
Project acronym	Pre-filled from AF		
Project website	If available		
Project index number	Pre-filled		
Project duration	Start date	Pre-filled from AF	Nr of months
	End date	Pre-filled from AF	Pre-filled from AF
Thematic objective	Pre-filled from AF		
Programme priority	Pre-filled from AF		
Name of the Lead Beneficiary organisation	Pre-filled from AF		
Name of the Beneficiary 1 organisation	Pre-filled from AF		
Reporting period	DD.MM.YYYY - DD.MM.YYYY		
Contact details of person responsible for the report	name, e-mail address, telephone		

2 Highlights of main achievements

Please describe project progress up to now including main outputs delivered by highlighting also the added value of the cooperation.

The summary should highlight main achievements, interesting and understandable for non-specialists. Please write in a style of press release.

1500 characters max

3 Progress of project implementation

3.1 Reporting per Activity

Activity (as indicated in project plan)	Activity status	Description of implemented activity (partner responsible, target group, period of implementation, information on activity modifications, if any)
Pre-filled from AF	Drop-down list: not started, proceeding according to work plan, behind schedule, ahead of schedule, completed and achieved as planned, completed and achieved more than planned, completed and achieved less than planned	

3.2 Financial progress

	in reporting period	from the beginning of the Action
Estimated level of expenditure in relation to total budget (%):		

4 Contracting

Items contracted	Name of contractor	Date of signing	Contract value (in EUR)	Type of the contract	Procurement procedure applied
				Drop-down list: works, supplies, services	
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5 Implementing of communication plan of the project

Communication activity 1	Target group(s) of the communication	Indicators of achievement for communication tools (target values)	Achieved in this reporting period	Achieved so far (this reporting period included)
Pre-filled from AF	Pre-filled from AF	Pre-filled from AF		
Beneficiary responsible for the communication activity	Pre-filled from AF			
Communication tools	Pre-filled from AF			
Activity status	Drop-down list: not started, proceeding according to work plan, behind schedule, ahead of schedule, completed and achieved as planned, completed and achieved more than planned, completed and achieved less than planned			
Please describe the progress in this reporting period				

6 Problems and solutions found

Please describe (if applicable) problems and solutions found during this reporting period as regards: <ul style="list-style-type: none"> - activities - outputs - partnership development and cooperation dynamics - investments - other

Annexes

Please list all the attachments, if any.

Lead beneficiary signature

- Place and date
- Name of signing person
- Position of signing person
- Signature of lead beneficiary
- Stamp of lead beneficiary